

F.B.I.S. 524

FOREIGN BROADCAST INTELLIGENCE SERVICE  
FEDERAL COMMUNICATIONS COMMISSION

September 15, 1943

ADMINISTRATIVE MEMORANDUM NO. 21 A --

SUBJECT: Organization and Supervision of Monitoring

The following is an amendment to a portion of the second paragraph of Administrative Memorandum No. 21 and will supercede the arrangement detailed therein insofar as the scheduling of programs is concerned. The balance of Memorandum 21 will remain in force as it stands.

Monitoring Managers hereafter are to have the authority to order up any new program orally. Oral instructions are to be considered permanent unless countermanded.

It is understood, however, that the Monitoring Manager will report his action at the end of his shift to the Monitoring Executive, who will confirm (or countermand) his deputy's action in a written memorandum to Silver Hill the following day.

The same routine will apply to programs ordered stopped.

The Monitoring Executive and the Manager at Silver Hill are to confer periodically to adjust the master schedule to all changes.

Robert D. Leigh  
Director

Assistant Director

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